TEACHER OF BUSINESS: COMPUTER APPLICATIONS AND BUSINESS-RELATED INFORMATION TECHNOLOGY CERTIFICATE OF ELIGIBILITY
(ENDORSEMENT CODE: 1304)
Please print this page before you apply.

TO AVOID DELAYS: After applying online, please submit **ALL** necessary documentation, including the oath of allegiance/verification of accuracy form, **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your Social Security number or tracking number in all correspondence with our office.

NJ Department of Education
Office of Licensure and Credentials
PO Box 500
Trenton, NJ 08625-0500

This endorsement entitles the holder to teach business - related software applications, safety and security policies pertaining to computer use, emerging hardware and operating systems, file management, legal issues related to computer use, and exploration of related business occupations in all public schools.

Degree Requirement
- A minimum of a bachelor's degree is required from a regionally accredited college/university. (http://www.nj.gov/education/educators/license/usaccred.htm)

Cumulative GPA Requirement
- New Jersey requires that candidates for certification achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2004 (2.50 for those graduating before September 1, 2004) in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits. Please note that a high praxis test score may offset a GPA that is lower than 2.75 but higher than 2.50. Click on the following link for more details: http://www.nj.gov/education/educators/license/gpa.htm

Subject Matter Preparation
- Current standards require that applicants complete a coherent sequence of 30 credits in Business studies to include proof of typing/keyboarding* proficiency and a minimum of 12 credits in any of the following areas:
  - Management information systems
  - Business related computer classes
  - Database concepts for business
  - Information management
  - Decision support systems for business
  - Computer management
  - Systems analysis for business
  - Computer networks in business
  - Database development for business
  - Business computer programming
  - Computer science

  Related courses may be accepted depending on the course description/content. Please provide a course description if a course is not taken from the **Business** Department. Courses in pedagogy/education are not accepted towards the subject matter preparation. The final determination as to which courses will be counted towards the **Computer Applications and Business-Related Information Technology** subject matter is based on professional and content standards found in the NJ Licensing Code. **All credits must appear on a regionally accredited 2 or 4 year college/university transcript.**

Praxis II Test Requirement

- **Test Requirement**. Please go to http://www.nj.gov/education/educators/license/1112.pdf for testing details. Official scores must be presented directly from Educational Testing Service to the NJ Department of Education. Only official scores are accepted. **The New Jersey Department of Education code (R7666) and your Social Security number must appear on your test score report in order to be accepted. Please submit a copy of your test score report if you have taken the appropriate exam.**

24 Hour Requirement

- Effective October 31, 2009, eligibility for the elementary school (K-5) Certificate of Eligibility or instructional area Certificate of Eligibility requires candidates to demonstrate knowledge of basic pedagogical skills appropriate to the area of endorsement prior to the issuance of a certificate. The requirement may be met through successful completion of a minimum of 24 hours of study offered through a state-approved provider or through approved coursework at a NJ State-approved college as documented on a transcript. If submitting a Certificate of Completion for the 24 hour pre-service to meet this requirement, only original documentation will be accepted. Do not send copies or faxes. Please go to http://www.nj.gov/education/educators/license/ for details and a list of approved courses and providers.

Physiology and Hygiene Requirement

- This requirement may be completed by presenting evidence of basic military training, OR by completing a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4 year college or university transcript, OR by completing a 35 question True/False test administered in the county office of education. Please go to http://www.nj.gov/education/educators/license/county.htm in order to contact a county office of education **after** you apply online.

Fee Information

- **No checks or money orders will be accepted**
- Please make the payment online at http://www.nj.gov/education/educators/license/epay.htm.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of $70.
- **All fees, including money left on file, are nonrefundable**

*Proficiency in typing or keyboarding may be demonstrated through the completion of a department approved, college administered proficiency examination. The following institutions may be contacted for information regarding testing arrangements, fees and test scheduling:

**KEYBOARDING PROFICIENCY EXAMINATION
FOR NEW JERSEY CERTIFICATION
COLLEGE/UNIVERSITY TESTING SITES & CONTACTS**
February 2008

Rider University
2083 Lawrenceville Road, Lawrenceville, NJ 08648
Contact: Dr. Michael G. Curran, Jr., Department of Teacher Education
Telephone: 609-896-5312
E-mail: curran@rider.edu

Berkeley College
44 Rifle Camp Road, West Paterson, NJ 07424
Contact: Carol Allen Covino
Telephone: 201 967-9667, Ext. 1704
E-mail: cja@berkeleycollege.edu

Atlantic Cape Community College
5100 Blackhorse Pike, Mays Landing, NJ 08330
Testing Office, Christine Gamboa, Director
609 343-4936; cgamboa@atlantic.edu
Contact: JoAnne Barbieri
Telephone: 609-343-4988

E-mail: barbieri@atlantic.edu

DeVry University
630 U.S. Highway One, North Brunswick, NJ 08902-3362
Contact: Pavi Jalloh
Telephone: 732-220-0031
E-mail: pjalloh@devry.edu

Applicant Checklist:

You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

☐ Oath of allegiance/verification of accuracy form. (Available here: http://www.nj.gov/education/educators/license/forms/verify.pdf)

☐ Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.

☐ Copies of your Praxis test score report (May be submitted at a later date if you have not yet completed this requirement. See above for details.)

☐ Fee of $190 paid online

IF YOU HAVE MET THE ABOVE REQUIREMENTS, **CLICK HERE** TO APPLY ONLINE.